Robert Smith

Senior Administrative Specialist/Director

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
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PERSONAL STATEMENT

Experience as a Senior Administrative Specialist, Administration Receptionist, Support Professional, Customer Service, and Facilities Project Specialist in industries including Health Insurance Division, Higher and Continuing Education, Retail Food and Grocery, and Facility Property Management.

WORK EXPERIENCE

Senior Administrative Specialist/Director

ABC Corporation - January 2001 – April 2007

Responsibilities:

- Assigned primary administrative contact for new business implementations.
- Managed and maintained 40 to 60 active small administrative service only accounts.
- Conducted case transitions on 10-15 terminated accounts for a one year cycle.
- Worked on service teams which involved but not limited to new business resources teams, sales representatives, group offices, senior account managers, underwriters/report analysis specialist, contracts/legal teams, claims examiners, and multiple outside vendor specialist.
- Responsible for building all accounts information in the mainframe and communicating new group sales and services through outlook mail boards.
- Trained group benefit specialist how to administer employee benefits through an electronic eligibility reporting system.
- Instructed internal and external users how to self-manage and maintain eligibility, billing and payment, and reporting on-line.

Senior Administrative Specialist

Delta Corporation - 1998 – 2001

Responsibilities:

- Senior Administrative Specialist and Assistant Facility Security Officer (FSO) for the SEEK EAGLE office on the ACSES contract at Eglin AFB FSO .
- Administratively supported the U.S.
- Regional Monitoring department Recognized through a Great Award for cost savings and performance enhancement for the disposal of confidential .
- Monitor the volume of invoices entering and leaving the Records Management Department Maintain and order office supplies for the entire A/P .
- Hours per week 20 Hires, trains, supervises and evaluates student personnel processes hiring, payroll and other related personnel forms; develops .
- Assists in preparing, monitoring, and maintaining accounts processes

SKILLS

Accounts Payable, Billing, Cleaning, Communication.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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PeopleSoft financial transactions, initiates purchases, purchasing card .

- Assisted in budget preparation; utilized spreadsheets and database software in budget development and monitoring.

Education

Certificate of completion - (Southeastern Academy Airline and Flight Travel)

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